BECOME A CERTIFIED RESIDENTIAL APPRAISER

SCOPE OF PRACTICE FOR CERTIFIED RESIDENTIAL

A. Any 1-to-4 family residential properties regardless of the transaction value or complexity.

B. Non-residential property appraisals with a transaction value up to $250,000.

REQUIREMENTS

A. Age

18 years of age or older

B. College Education

One of the following must be met:

1. A bachelor's degree in any field of study from an accredited college or university.
2. An associate's degree in a related field of study (business, finance, accounting, economics, or real estate).
3. Completion of 30 semester hours of college-level courses covering specific topic areas:
    a. English Composition (3 semester hours)
    b. Microeconomics (3 semester hours)
    c. Macroeconomics (3 semester hours)
    d. Finance (3 semester hours)
    e. Algebra, Geometry, or higher mathematics (3 semester hours)
    f. Statistics (3 semester hours)
    g. Computer Science (3 semester hours)

h. Business or Real Estate Law (3 semester hours)

i. Two elective courses in any of the topics listed above or in accounting, geography, agricultural economics, business management, or real estate (3 semester hours each).

4. Completion of 30 semester hours of College Level Examination Program (CLEP) examinations in specified subject areas.

5. Any combination of 3 and 4 above that ensures coverage of all required topics.

6. Holding a Licensed Residential credential for a minimum of five years with no record of disciplinary action within the five years immediately preceding the application date.

One of the followings should be fulfilled by the applicant:

<table>
<tr><td colspan="2">Option #1 Bachelor's Degree from an accredited college of university in any field of study.</td></tr>
<tr><td colspan="2">Option #2 Associate's Degree from an accredited college or university in a field of study related to:</td></tr>
<tr><td>Business Administration,
Accounting,
Finance, Economic or Real Estate.</td><td></td></tr>
<tr><td colspan="2">Option # 3 Successful completion of 30 semester units of college-level courses from an accredited college or university that cover each of the following specific topic areas and are at least 3 units each:
(1) English Composition;
(2) Microeconomics;
(3) Macroeconomics;
(4) Finance;
(5) Algebra, Geometry or Higher Math;
(6) Statistics;
(7) Computer Science;
(8) Business Law or Real Estate Law;
(9)(10) Two elective courses in any of the above topics, or in: Accounting, Geography, Agricultural Economics, Business Management, or Real Estate</td></tr>
<tr><td colspan="2">Option #4 Successful completion of at least 30 semester units of College Level Examination Program® (CLEP®) examinations that cover each of the specific topic areas in Option #3 (see Table below).</td></tr>
<tr><td colspan="2">Option #5 Any combination of Option #3 and Option #4 that includes all of the topics identified in Option #3.</td></tr>
</table>

Option #6 No college-level education required if an appraiser has held a Licensed Residential credential for a minimum of five (5) years **and** have no record of any adverse, final and non-appealable disciplinary action affecting the Licensed Residential appraiser's legal eligibility to engage in the appraisal practice within the five (5) years immediately preceding the date the application is received for a Certified Residential credential.

College Level Examination Program® (CLEP®) Table	
CLEP® Exams	**CLEP® Semester Units Granted**
College Algebra	3
College Composition	6
College Composition Modular	3
College Mathematics	6
Principles of Macroeconomics	3
Principles of Microeconomics	3
Introductory Business Law	3
Information Systems	3

C. Qualifying Education

1. A minimum of 200 hours of basic/qualifying education of real estate appraisal.
2. Appraisers holding a valid Licensed Residential credential may satisfy the educational requirements for the certified residential credential by successfully completing the following additional educational hours:
   a. Statistics, Modeling and Finance 15 Hours
   b. Advanced Residential Applications and Case Studies 15 Hours
   c. Appraisal Subject Matter Electives 20 Hours

Total 50 Hours

D. Additional California Education Requirements for Initial Applicants

1. AQB/BREA approved Elimination of Bias course 2 Hours
2. AQB/BREA approved Cultural Competency course 1 Hour

3. BREA approved Laws and Regulations course 4 Hours

E. Experience

1. The certified residential applicants shall have a minimum of 1,500 hours of real property appraisal experience obtained cumulatively over a period of not less than twelve (12) months.
2. As alternative pathways, the experience gained through AQB approved Certified Residential PAREA program or AQB and/or BREA approved Certified Residential Practicum program shall be accepted for 100% of the experience requirement.

F. Background

1. California residing applicants must submit electronic fingerprint via California Department of Justice, and applicants residing outside of California must submit fingerprint cards **(FD-258)** through an authorized agency in their state of residence.
2. A list of authorized Live Scan locations can be found on the **California DOJ website.** Applicants are responsible for paying the required Live Scan fee at the time of fingerprinting.
3. Applicants must disclose any past criminal convictions on their license application. Failure to disclose a conviction, even if it was dismissed or expunged, may result in the denial of licensure or disciplinary action.
4. Applicants will be required to submit relevant documents for the background history review, including final orders, judgments, and a written explanation.
5. Applicants with a history of criminal convictions may provide evidence of rehabilitation.

FILE YOUR APPLICATION

A. License Application

1. Initial applicants must submit an initial application - REA 3001 form.
2. license upgrade applicants must submit a license upgrade application REA 3023 form.
3. Applicants must use the BREA 3002 form to report on the basic education courses.
4. The applicants must submit a log of appraisal experience using REA 3004 form.
5. The applicants must provide appraisal work samples selected by BREA later in the process.

B. College Education Documentation

1. Submit official transcripts or other documentation showing completion of the required college-level education.
2. Applicants using the five-year Licensed Residential pathway must provide proof of license history and disciplinary record.

C. Initial Certified Residential Application Fee

1. A total of $1,110.00 non-refundable fee must be submitted along with the application. Dishonored checks will result in an extra $25 fee. Applicants must pay the application fee via check or money order made payable to "the Bureau."
2. The check should include the applicant's full name and the type of fee being paid (e.g. Initial Certified Residential Application fee).
3. Cash payments are NOT accepted for any type of licensing fee.

D. National Uniform Licensing and Certification Examination

Upon approval of their applications, the applicants will receive an eligibility letter from BREA with instructions to schedule the examination.

1. Applicants are allowed five attempts to pass the examination within one year from the date the Bureau issues the eligibility letter. If the application expires, the applicant must submit a new application and pay all applicable fees.
2. Examination results are only accepted when presented in the official score report issued by the examination administrator.
3. Applicants shall submit the Application for License Issuance- REA 3008 form after they pass the examination.

E. Application Status

Applicants may track the status of their applications using the Application Status tracker.